

**HUMBOLDT STATE UNIVERSITY  
ASSOCIATED STUDENTS  
CONSTITUTION  
(Revised, May 2017)**

**PREAMBLE**

Having opinions to be represented, rights to be protected and needs to be administered, we, the members of the Associated Students of Humboldt State University, at Arcata, California, do hereby ordain and establish this Constitution.

**PREFACE**

We, the leaders of the Associated Student Body of Humboldt State University, shall uphold the responsibility that has been vested in us.

1. As Student Representatives We shall: consider the opinions and needs of our immediate constituency, the Students, prior to our taking any action on their behalf.
2. As Student Advocates We Shall: be vocal on issues that protect and increase student rights; create opportunities to increase the student perspective in the University decision making process; actively seek institutional changes that serve to enhance the student environment; and uphold and protect the integrity of the student body association, and,
3. As Fiscal Officers We Shall: allocate Associated Student Body fees in accordance with the A.S. Mission Statement.

**ARTICLE I**

**Name, Mission and Purpose, and Membership**

**Section A: Name**

The name of this corporation shall be the Associated Students of Humboldt State University, hereinafter referred to as the "Association".

**Section B: Mission and Purpose**

The Associated Students of Humboldt State University is a recognized non-profit corporation and an auxiliary of Humboldt State University. The specific purpose of this corporation is to provide a means for responsible and effective participation in the governance of the campus; provide an official voice through which students' opinions may be expressed; foster awareness of these opinions both on and off campus; assist in the protection of the rights and interests of the individual student and the student body; provide services and programs as deemed necessary by the corporation to meet the needs of the student and campus

community; and to stimulate the educational, social, physical, and cultural well-being of the University community.

The Associated Students' services and programs shall be established for the purpose of providing essential activities closely related to, but not normally included as a part of the institutional educational program.

### **Section C: Vision (Results of a Successful Mission)**

#### **Equity:**

1. Striving for social and environmental justice
2. Listening to those directly affected by inequity
3. Striving for respect and the understanding of all people

#### **Empowerment:**

1. Developing student organizers and leaders
2. Providing tools for institutional and policy changes
3. Offering spaces for group and individual empowerment

#### **Well-being:**

1. Enhancing the livelihood and academic success of the student body
2. Fostering support for personal and community well-being
3. Offering opportunities for healing/care

### **Section D: Commitments**

We as AS Board Members will be held accountable to the following commitments:

1. I will take full accountability for the impact of my actions or inactions.
2. I will do my best to become aware of my own biases by understanding them and critically thinking about their impact on myself and others.
3. I will listen to the people who are impacted by inequity and injustice before trying to implement policies that may adversely affect them.
4. I will research systems of inequities and injustice, and then invite those who are impacted by inequity and injustice to provide their insight so that I may develop my understandings, and allow myself to be educated in order to better formulate policy.
5. I will strive to be honest in my actions.
6. I will dedicate myself to the preservation and the well-being of all life.
7. I will be personally accountable for my own well-being.
8. I will welcome the responsibility to transform systems so that they are equitable for all beings.

9. I will choose to be the change I want to see in this world, working to free myself from the negative influences of fear, pain, victimhood, inadequacy and other perceptions that are obstacles to achieving my goals.
10. I will pursue active involvement to improve the livelihood of individuals alive today and those yet to come.
11. I will hold myself personally responsible for these values so that all lives are respected and given an opportunity to thrive.

**Section E: Membership**

Any person duly registered as a student of Humboldt State University, and who has paid the required membership fee shall be a member of the Association.

**ARTICLE II**  
**Definition of the Term “Officer”, Officer Liability,**  
**Vacancies and Succession**

**Section A: Definition of the Term “Officer”**

An officer shall be any office holder elected by the Association membership and/or approved by the Associated Students Board of Directors, hereinafter referred to as the A.S. Board of Directors.

**Section B: Officer Liability**

Any officer of the Association who violates the Association Constitution or Code may, after due process, be subject to one of the following sanctions:

1. Censure: A verbal warning/reprimand expressing disapproval of the actions of the officer concerned.
2. Probation: Placing the officer in question under the scrutiny of the A.S. Board of Directors and warning the officer that further misconduct may result in suspension or removal. The officer will retain his/her voting and participation rights. The term of probation to be set by the A.S. Board of Directors in each particular case.
3. Suspension: Removal from office for a period of time to be set in each case.
4. Expulsion: Permanent removal from office.

**Section C: Vacancies and Succession**

1. Vacancy: Should a vacancy occur in any elected office other than the Presidency, the President shall appoint, with the approval of the A.S. Board of Directors. All approved appointments shall terminate at the end of the vacant seat's term.

2. Succession: Should a vacancy occur in the Presidency, the Administrative Vice President shall succeed to the office. Should the Presidency and the Administrative Vice Presidency be simultaneously vacant, the Legislative Vice President shall appoint replacements to assume the duties of those offices. These appointments shall be approved by the A.S. Board of Directors.

### **ARTICLE III**

#### **Composition of the AS Board of Directors**

**Section A: AS Board of Directors**

The AS Board of Directors shall be the sole governing body of the Associated Students.

**Section B: Composition of the AS Board of Directors**

Voting members of the AS Board of Directors shall be the Executive Officers and Representatives as determined below:

1. Voting Members:

- a. President,
- b. Administrative Vice President,
- c. Legislative Vice President,
- d. Student Affairs Vice President,
- e. Environmental Sustainability Officer
- f. Social Justice and Equity Officer
- g. AS Presents Representative
- h. Two (2) college-specific representatives from each college,
- i. Two (2) at-large representatives, and
- j. One (1) graduate student representative,
- k. There are a total of 16 directors of the AS Board of Directors.

**Section C: Board of Directors Advisors**

1. Nonvoting Advisors shall consist of:

- a. Executive Director of the Associated Students
- b. Vice President of Enrollment Management and Student Affairs
- c. External Affairs Representative
- d. Elections Commissioner

### **ARTICLE IV**

#### **Executive Officers**

**Section A:** The Executive Officers of the Board of Directors shall be the:

1. President

2. Administrative Vice President
3. Legislative Vice President
4. Student Affairs Vice President
5. Environmental Sustainability Officer
6. Social Justice and Equity Officer

**Section B:** Powers and Duties of the Executive Officers

1. President: The President shall be the chief executive officer of the Association elected by the Association membership.
  - a. Serves as the official representative of the Association.
  - b. May propose legislation to the A.S. Board of Directors.
  - c. Chairs the Executive Committee.
  - d. Makes appointments to committees and boards for the Association with the consent of the A.S. Board of Directors by a 2/3 vote.
  - e. Serves as a member of the AS Board of Directors.
  - f. Vote on actions or decisions taken by the AS Board of Directors.
2. Legislative Vice President: The Legislative Vice President shall be the chief legislative assistant to the President.
  - a. The Legislative Vice President shall chair the A.S. Board of Directors and may vote on actions or decisions taken by the AS Board of Directors when such a vote will affect the outcome.
  - b. The Legislative Vice President shall be responsible to receive information from Associated Students committee appointments.
  - c. The Legislative Vice President shall be responsible for the maintenance of and adherence to the Associated Students Code.
  - d. The Legislative Vice President shall sit on the Executive Committee.
  - e. Makes appointments to committees and boards for the Association with the consent of the A.S. Board of Directors by a 2/3 vote.
  - f. Serves as a member of the AS Board of Directors.
3. Administrative Vice President: The Administrative Vice President shall be the chief financial assistant to the President.
  - a. The Administrative Vice President shall chair the Board of Finance.
  - b. The Administrative Vice President shall be the chief fiscal advisor to the President and the A.S. Board of Directors.
  - c. The Administrative Vice President shall assume the duties of the President during the President's absence.
  - d. The Administrative Vice President shall sit on the Executive Committee.
  - e. Makes appointments to committees and boards for the Association with the consent of the A.S. Board of Directors by a 2/3 vote.
  - f. Serves as a member of the AS Board of Directors.

- g. Vote on actions or decisions taken by the AS Board of Directors.
4. Student Affairs Vice President: The Student Affairs Vice President shall be the chief advisor on student affairs to the President.
    - a. The Student Affairs Vice President shall chair the Associated Students Student Affairs Committee.
    - b. The Student Affairs Vice President shall sit on the University Center Board of Directors.
    - c. The Student Affairs Vice President shall sit on the Student Affairs Directors Committee.
    - d. The Student Affairs Vice President shall sit on the Executive Committee.
    - e. Makes appointments to committees and boards for the Association with the consent of the A.S. Board of Directors by a 2/3 vote.
    - f. Serves as a member of the AS Board of Directors.
    - g. Vote on actions or decisions taken by the AS Board of Directors.
  5. Environmental Sustainability Officer: The Environmental Sustainability Officer shall be the chief advisor on sustainability.
    - a. The Environmental Sustainability Officer shall chair the Earth Week Planning Committee.
    - b. The Environmental Sustainability Officer shall be the chief sustainability advisor to the President and the A.S. Board of Directors.
    - c. The Environmental Sustainability Officer shall sit on the Humboldt Energy Independence Fund.
    - d. The Environmental Sustainability Officer shall sit on the President's Advisory Committee on Sustainability.
    - e. The Environmental Sustainability Officer shall sit on the Executive Committee.
    - f. The Environmental Sustainability Officer shall sit on any committee rooted in environmental sustainability.
    - g. Serves as a member of the AS Board of Directors.
    - h. Vote on actions or decisions taken by the AS Board of Directors.
  6. Social Justice and Equity Officer: The Social Justice and Equity Officer shall be the chief advisor on diversity and equity.
    - a. The Social Justice and Equity Officer shall sit on the Diversity and Inclusion Campus Advisory Board of Directors,
    - b. The Social Justice and Equity Officer shall sit on the Diversity Program Funding Committee,
    - c. The Social Justice and Equity Officer shall sit on the Services to Students with Disabilities Advisory Committee,
    - d. The Social Justice and Equity Officer shall sit on the A.S. Executive Committee,

- e. Any future committee directly pertaining to diversity and/or inclusion
- f. Serves as a member of the AS Board of Directors.
- g. Vote on actions or decisions taken by the AS Board of Directors.

## **ARTICLE V**

### **Representatives**

**Section A:** The Associated Students Board of Directors (A.S. Board of Directors) representatives shall be elected by the Association membership.

**Section B:** Membership: Membership on the A.S. Board of Directors shall consist of college-specific representatives, two at-large representatives and one graduate student representative.

**Section C:** Powers and Duties of the Associated Students Board of Directors:

1. To formulate the Association's Rules, Regulations and Policies, as detailed in the Associated Students Code and other policy papers.
2. Vote on actions or decisions taken by the AS Board of Directors.
3. To make appropriations from the treasury of the Association.
4. To approve standing rules of the Board of Directors and meeting calendar.
5. To establish the amount of the Association's membership fee with the approval of its membership voting on this issue in an election.
6. To impeach any officer of the Association.
7. To call special elections.
8. To place legislative initiatives on the ballot by majority vote.
9. To elect a Vice Chair from its membership.
10. To maintain written records of the A.S. Board of Directors proceedings which shall be posted for the benefit of the members of the Association.
11. To promote the use and development of programs funded by the Association.
12. To approve the annual budget.
13. To monitor and evaluate budgets of and services offered by the organizations funded by the Association.

14. To approve Executive Officer appointments by a 2/3 vote.
15. To create committees and ad-hoc committees, and to empower those committees to accomplish goals set by the Board of Directors.
16. To ratify the results of the Associated Students Elections.

**Section D:** Chair of the Associated Students Board of Directors

1. The presiding officer of the A.S. Board of Directors shall be the Legislative Vice President.
2. Powers and Duties of the Chair:
  - a. Calls and presides at meetings of the A.S. Board of Directors.
  - b. May vote on actions or decisions taken by the AS Board of Directors when such a vote will affect the outcome.
  - c. Nominates two members of the Board of Directors to be seated on the Associated Students Board of Finance.

**ARTICLE VI  
Term of Office**

**Section A:** All executive officer and representatives shall be elected during the Spring Semester, shall assume office at the last regularly scheduled A.S. Board of Directors meeting of the Academic year, and shall serve until the last regularly scheduled A.S. Board of Directors meeting of the following year.

**ARTICLE VII  
Meetings**

**Section A:** The Associated Students of Humboldt State University shall conduct its business in public meetings in accordance with the Gloria Romero Open Meetings Act of 2000. All meetings of the A.S. Board of Directors shall be open and public, and all persons shall be permitted to attend any meeting of the A.S. Board of Directors, except as provided in the Gloria Romero Open Meeting Act of 2000. (AB 1837, Romero. California State University: Student body organizations: Gloria Romero Open Meetings Act of 2000.).

**Section B:** Meetings shall be conducted as outlined in Government Code, Section 10.

**Section C:** The AS Board of Directors shall annually establish with its Standing Rules the date, time and locations for holding regular meetings.

**ARTICLE VIII  
Budget**



**Section A: Board of Finance**

The sole responsibility for presenting the A.S. Board of Directors with a preliminary budget shall reside with the Board of Finance.

**Section B: Membership**

The Board of Finance shall consist of the Administrative Vice President, who shall act as the presiding officer; the President of the Association; a member of the Association, appointed by the President; two members of the A.S. Board of Directors, appointed by the Legislative Vice President; and the Executive Director of the Association (Advisor).

**Section C: Procedure in the Formulation of the Budget**

1. The Board of Finance shall require each program to submit a budget request.
2. The Board of Finance shall hold public hearings of programs identified by the Board of Finance. The program shall be notified of the date, time, and place of said hearing.
3. The Board of Finance shall submit a preliminary budget to the A.S. Board of Directors at least one month prior to the last regularly scheduled A.S. Board of Directors meeting of the academic year.
4. The A.S. Board of Directors shall approve a final budget no later than the next to last regularly scheduled meeting of the academic year.
5. The final budget shall be submitted to the President of the University for review and approval.

**ARTICLE IX**

**Associated Students Executive Director**

**Section A: Executive Director**

1. The A. S. Board of Directors will arrange for the services of an Executive Director who will be responsible to the Associated Students President for the daily operations of the Association.
2. Contracts: All contracts entered into between the Association and any firm, organization, or person shall be signed by the Executive Director and the director, sponsor, or manager of the activity which is the subject matter of the contract.
3. The Executive Director shall be responsible for the Association's activities during the summer recess. Any monetary or policy decisions that greatly

affect the Association may necessitate consultation with the Associated Students Executive Committee.

4. Others: The Executive Director may employ such persons as are deemed necessary for the conduct of the Association's affairs.

## **ARTICLE X**

### **Elections, Elections Commission and Elections Procedures**

**Section A: Elections**

There shall be one regular Association election during the academic year.

**Section B: Elections Commission**

An Elections Commission shall be appointed to ensure elections conducted by the Association are fair and are operated within the rules established by the A.S. Board of Directors, as detailed in the Associated Students Elections Code. Three members of the Commission shall be appointed by the Associated Students President and two members shall be appointed by the Legislative Vice President.

**Section C: Elections Procedures:**

1. Nominations:
  - a. Executive Officers shall be nominated by petitions signed by one-hundred and fifty (150) members of the Association.
  - b. A.S. college-specific representatives shall be nominated by petitions signed by fifty (50) members of the Association within the college they are representing.
  - c. The A.S. At-Large representatives shall be nominated by petition signed by fifty (50) members of the Association.
  - d. The Graduate Student representatives shall be nominated by petitions signed by twenty (20) members of the Association who are Graduate Students.
  - e. The Officer of Social Justice and Equity shall be nominated by petitions signed by one hundred (100) members of the Association.
  - f. The Sustainability Officer shall be nominated by petitions signed by one hundred (100) members of the Association.
  - g. A.S. Presents Representative shall be nominated by petitions signed by fifty (50) members of the Association.

2. Petitions for nomination shall be filed with the Elections Commission not less than fourteen (14) calendar days nor more than forty-two (42) calendar days prior to the regular election;
3. Elections Commission has three (3) school days to rule on the eligibility of a candidate after filing;
4. Public notice to the effect that nominations are in order shall be posted on official bulletin boards and shall be published in the school newspaper at least forty-two (42) days prior to the election by the Elections Commission.
5. The Association shall use Ranked Choice Voting to elect Executive Officers. The Association shall use a Plurality based system to elect Board of Directors Representatives.
6. No member of the Association shall vote for a candidate for representative of a college other than the college in which that member of the Association is enrolled. In the case of persons with more than one major, the person shall have the right to choose from amongst colleges in which that person is enrolled to vote for a college representative candidate. All students may vote for the At-Large Representative(s).

## **ARTICLE XI**

### **Initiatives**

**Section A: Initiatives:**

As outlined under the powers and duties of the A.S. Board of Directors, the A.S. Board of Directors can initiate measures for the ballot. The Association membership shall also have the power to initiate legislation by means of a written petition to the AS Board of Directors, which has been signed by ten percent (10%) of the current members of the Association.

**Section B:** The Initiative process shall be conducted as outlined in Elections Code, Section 18.

## **ARTICLE XII**

### **Recalls**

**Section A: Recall:**

Any elected officer or representative of the Association may be subject to recall by a petition containing a specific statement of the reasons for the proposed removal. Such petition must be signed by at least ten (10%) percent of the membership of the Association which that officer represents, and then presented to the AS Board of Directors.

The Recall process shall be conducted as outlined in Elections Code, Section 19.

**ARTICLE XIII**  
**Enabling and Amendments**

**Section A: Enabling:**

This Constitution shall become the official governing document of the Association upon ratification by two-thirds (2/3) majority of the Association voting on the issue.

**Section B: Amendments:**

There shall be two methods of proposing an amendment to this constitution.

1. Submission of a petition signed by ten (10) percent of the Association membership to the A.S. Board of Directors. Once validated by the Elections Commission, the Elections Commission will place an amendment before the members. All proposed amendments shall be made public at least fifteen (15) school days before the election. Amendments must then be approved by two-thirds (2/3) of the total votes cast on this issue at any special or regular election held during the Fall or Spring semesters. Ratified amendments shall be incorporated herein.
2. Proposed amendments may be adopted by an affirmative vote of at least two-thirds (2/3) of A.S. Board of Directors. A vote of A.S. Board of Directors will amend the constitution, except as noted below.
  - a. Any provision recommending a change in the fee.
  - b. Any provision altering the term of an executive officer or Board of Directors member.
  - c. Any provision altering membership.

**ARTICLE XIV**  
**Indemnification**

**Section A:** The Associated Students shall defend any officer, representative, advisor or employee of the Corporation to the extent permissible under the Corporations Code and other applicable law.